Media, Film and Music Resource Area

Guidelines and Policy

Basic Information

The Media and Film and Music Resource Centre is located in Silverstone Building 302 and has over 5,000 films, documentaries and TV programmes. We also have a large collection of music CDs and Scores.

Open Monday – Thursday, 9am - 5.15pm and Friday 9am – 4.30pm

Gail Taylor is the Resources Co-ordinator – Telephone 01273 876607 email g.taylor@sussex.ac.uk

Borrowing Materials

Key course materials are only available to those enrolled on the corresponding course. These are housed on the spinner stands and can be borrowed overnight or over a weekend.

All other films are organised A – Z by title and may be borrowed for up to 1 week.

CDs and DVDs from the music department collection may be borrowed overnight only.

Scores may be borrowed up to 1 week and when possible, renewed thereafter.

Viewing and Study Area

We have a viewing and study area with four PCs workstations, each of these has headsets. Here you can view DVDs, including multi-region discs.

*****************************************************************************

PLEASE MAKE EVERY EFFORT TO RETURN LOANS ON TIME.
There is a drop-off box outside the resource area where you can leave the returned items.

IN CASE OF LATE RETURNS PLEASE NOTE THE FOLLOWING:

- Films which not returned within the loan period will be charged per item at £1 per day. When a fine reaches £10 or the cost of a missing item (whichever is greater) it will be frozen, so that debts incurred will not become unmanageable.

- CDs and music scores which are not returned on time incur a fine for the cost of replacing them, when the loan period exceeds 1 month.

- Absence from the University due to illness or other unforeseen circumstances will not be considered valid reasons for not returning items, as students are generally in close proximity to others who could return the items for them. In any exceptional circumstances, please telephone Gail Taylor or Simon Lane to let them know your position.

- Outstanding charges due will result in not being able to borrow further items until the debt is cleared.

- Notice of long-standing debt will be passed on to the Student Finance Office. This will mean that students cannot graduate until they have repaid the debt.

- In the case of lost materials, the cost will be that of replacing the missing item.

Thank you for your co-operation.